



INDIANA STATE FAIRGROUNDS ★ 1202 EAST 38TH STREET ★ INDIANAPOLIS, IN 46205

TITLE: GATES & PARKING INTERN

INTERNSHIP DATES: May through August, start and finish dates are negotiable.

Paid Internship

GENERAL DESCRIPTION:

The position of Gates & Parking Intern reports to the Public Safety & Logistics Manager. This position is responsible for providing assistance in the planning and implementation of the activities of the Gates and Parking departments during the State Fair.

RESPONSIBILITIES:

1. Assist in hiring, scheduling and training seasonal Gates & Parking employees.
2. Create and update orientation materials.
3. Assist with setting up gates and parking lots for the State Fair.
4. Provide assistance in the Employment Office when requested; duties include assisting applicants with applications and payroll paperwork, completing background checks and coordinating volunteer groups.
5. Assist in the operation of the Gates & Parking Office during the State Fair.
6. During the summer, some evening and weekend work will be required; attendance is mandatory all 17 days of the State Fair.